

EARLY WARNING SYSTEM

Directive **6.74**

Purpose:

It is the policy of the Wilmington Department of Police to provide the appropriate assistance to officers who may be experiencing job performance difficulties. The Department shall employ an Early Warning System to provide resources to the appropriate officers for the purpose of ensuring job knowledge, reducing job stress, and avoiding serious problems in the future.

Procedure:

I. General Information

- A.** The Wilmington Department of Police Early Warning System is a database management tool designed to provide a systematic review of specific, significant events involving Department personnel. This system is necessary for the Department to exercise its responsibility to evaluate, identify **and offer assistance** to personnel who exhibit signs of performance and/or stress related problems.
- B.** In order to ensure an effective system, all reports of formal discipline including or above the level of a Written Reprimand will be maintained by the Office of Professional Standards. Divisional Level Counseling will also be forwarded to and maintained by the Office of Professional Standards in a separate file.
- C.** Resources available for assisting employees include:
 - 1. Field monitoring or training by a supervisor or their designee;
 - 2. Remedial training;
 - 3. Supervisory job performance interview;
 - 4. Employee Assistance Program;

5. Substance Abuse Resources;
6. Temporary assignment change;

II. Criteria of the Early Warning System

A. The below listed events and situations will be targeted by the Early Warning System. Any time an officer is found to have an accumulative total of four incidents from the following categories within a six (6) month period; the officer's name will be placed on the Early Warning System review list for attention:

1. "At Fault" Collisions,
2. Uses of Force Incidents that do not comply with Department Policy
3. **Substantiated** Complaints, and
4. Department discipline.

III. Office of Professional Standards Responsibilities

- A.** The Office of Professional Standards is responsible for operating the Early Warning System.
- B.** The Office of Professional Standards will be the central collection point for all forms and information used for the system.
- C.** The Commanding Officer of Professional Standards will prepare and transmit an Early Warning System monthly report to the Chief of Police. For each officer identified in the monthly report, the Commanding Officer will also provide an individual report. The individual report will list the officer's name and assignment, as well as the specific number and types of incidents used to identify the officer.
- D.** After considering the information provided by the Commanding Officer of Professional Standards, the Inspector of Investigative Operations will then determine whether the officer's name should remain on the review list or be placed on the "referral"

list and be referred for further follow up by the officer's Division Commander.

E. The Commanding Officer of the Office of Professional Standards will assign the officer's Division Commander a return date of ten (10) working days. The Commanding Officer of the Office of Professional Standards will ensure that the required response is received within the ten (10) days or that an approved extension request has been made and is maintained in the file.

F. The Commanding Officer of the Office of Professional Standards will conduct an annual evaluation of the Early Warning System. The Commander will report his/her findings from the annual evaluation to the Chief of Police.

1. The Commanding Officer of the Office of Professional Standards will consider the relevance of the parameters used to flag officers' names.
2. The Commanding Officer of the Office of Professional Standards will also re-evaluate the Internal Affairs records of officers referred in the previous year and determine if those officers continue to be flagged.

IV. Responsibilities of Division Commanders and Immediate Supervisors:

A. After the Division Commander of an identified officer receives a report from the Commanding Officer of Professional Standards, he/she or an immediate supervisor must meet with the officer to discuss the contents of the report and provide the appropriate assistance and/or training activity.

B. In follow-up, the supervisor may contact the Office of Professional Standards in order to obtain a more complete understanding of the specific incidents used to identify an individual.

C. The supervisor will prepare a report outlining the meeting and any additional recommended actions. The

report would include what, if any, additional follow-up is deemed necessary.

1. The officer will have the opportunity to review the supervisor's completed report.
2. The officer may add to the report or prepare a supplemental report noting agreement or disagreement and any personal comments.

D. This supervisory notification of a potential personnel performance problem is NOT a disciplinary action.

V. Follow-Up and Records Maintenance:

1. The review lists will be purged after one year.
2. A secure Early Warning System follow-up file shall be maintained to track and document the referral and follow-up. The completed supervisor's report and any report by the identified officer will be forwarded to the Office of Professional Standards through the chain of command and be maintained in the Early Warning System file.
3. Access to these files shall be limited to personnel from the Office of Professional Standards.

